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**Transmitted via Email**

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MINNESOTA BULLETIN 180-4-2

SUBJECT: CPA – New Presentation Process for Customers “e Authorization” (eAuth)

Purpose: Announce the new procedure for registering customers that want to do electronic business with the USDA.

Expiration: Sept 31, 2004

The USDA is implementing a new registration process for customers who choose to conduct electronic business with USDA agencies. The new eAuthentication (eAuth) web registration process, replaces WebReg and WebCAAFSR/SC. ALL assistance in registering new customers will be via eAuth. Currently, the only NRCS activity that requires web registration is Tech Reg. Technical Service Providers (TSP) must have a web account before they can register in Tech Reg.

For a web account, new USDA customers self-register via the [eAuth web site](#) where they can create their own login ID and password. On the [Tech Reg](#) home page, there is a link (Get a USDA User ID and Password) to eAuth. Customers will have the option of register as Level 1 or Level 2. Level 2 registration will be required for all current (Tech Reg) and future NRCS web based customer activities.

After registering, customers must visit in person, a USDA service center with a photo ID for identity proofing. The AD-2016 form that previous registration processes used has been discontinued.

For the USDA employee to confirm that the photo ID information matches the customer's eAuth registration data, the employee must be trained and certified as a Local Registration Authority (LRA). The LRA uses the eAuth site to confirm and activate customer registrations.

To be LRA certified, employees must complete the “Online LRA Training Course”. From the eAuth home page, select the “LRS Login” button to access LRA training. Use your Webcaaf account to login.

ASTC-FO will develop a plan to ensure that the eAuth registration and activation process runs efficiently in their area. Options to consider:

- 1) Train NRCS field staffs as LRA's.
- 2) Request assistance from county FSA LRA's. FSA plans to have one LRA in each service center.
- 3) NRCS field staff verify photo ID and pass ID information on to the area office where the customer's account is checked and activated.
- 4) Combination of the above.

Attached is an overview of the eAuth process. Contact your Area eAuth Coordinator for additional information and guidance. The State Office eAuth Coordinator is Mike Pageler.

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